

DEPARTMENT OF STATE
CLEARANCE REQUEST

25X1A

TO : [REDACTED]
Central Intelligence Agency
FROM : A/ALS - Charles W. Brown
SUBJECT : Home Service Transfer Allowance

DATE: March 16, 1971
FOR INFO CALL: Ralph G. Miller
101-23882 or 9-632-3882
REF.(if any):

Please comment on the following or attached proposal for publication as indicated. Your concurrence or dissent on this form should be returned to me by March 23, 1971 unless you request additional time for urgent reasons. If we do not hear from you by then we shall assume agreement and the material will be published as proposed or as amended with the concurrences of other offices.

Attached is an amendment to the Standardized Regulations (Government Civilians, Foreign Areas) to increase the time range within which an employee may claim for reimbursement for expenses of temporary lodging under the Home Service Transfer Allowance. The time range period is proposed for increase from the present 30 to 60 days before and after entrance on duty. No change is being proposed in the present 30 days of reimbursement within the new time range period.

The purpose of the change is to give (1) additional flexibility to the regulations to solve problems which have arisen with the current rules; and (2) to relate the home service transfer allowance benefit more closely to a similar benefit provided in the Office of Management and Budget's A-56 for non-foreign affairs agency employees.

SENT TO: AF/EX; ARA/LA; EA/EX; EUR/EX; NEA/EX; L/O; BF/BP; BF/FM; BF/FMS; AID; Agric.; AEC; CIA; Com; GSA; HEW; Interior; Jus; Labor; NASA; NSA; P.C.; DOT; Treas.; USIA; VA

ADDRESSEE'S COMMENTS:

Material is: ☒ Approved

☐ Approved as changed

☐ Not approved

Office of Personnel
Title

16 March 1971
Date

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252 Amount (See also Sec. 077.32c)

The continental United States and Hawaii are considered to be classified as zone 2 and Alaska as zone 1 in determining the amount of a home service transfer allowance payable to an employee who is transferred to one of those places from a post listed in section 920. No home service transfer allowance is payable to an employee who is transferred to any place other than the continental United States, Alaska, and Hawaii.

252.1 Transfer Portion

Upon entrance on duty pursuant to transfer (Sec. 251.1b) an employee may be paid the transfer portion of the home service transfer allowance prescribed in section 942.2. Should the employee enter on duty at his post in the United States (Sec. 040a) in advance of the arrival of his family, he may be paid the transfer portion of the home service transfer allowance provided for an employee without family and may, upon the arrival of his family at the post, be paid the difference between the amount already granted and the allowance to which he is entitled by reason of his family status.

252.2 Temporary Lodging Portion**252.21 Time Range Governing Period of Grant**

On or after his entrance on duty pursuant to transfer (Sec. 251.1b) and after completion of the period of his eligibility described in section 252.22 below, the temporary lodging portion of the home service transfer allowance, or a part thereof, may be granted to the employee. The grant, or grants, may cover periods during which the employee, or a member of his family, incurred expenses for temporary lodging at his post within a time range beginning ~~30~~ calendar days prior to the employee's entrance on duty and ending ~~30~~ calendar days after his entrance on duty; provided that the total number of days for which reimbursement is authorized does not exceed the period of the employee's eligibility as prescribed in section 252.22. Where the employee is already at the post to which he is transferred, or has not yet entered on duty as the result of medical treatment, the effective date of transfer, rather than the date of entrance on duty, shall govern.

*** 252.22 Definite Periods Involved in Grant**

Within the time range outlined in section 252.21, the grant, or grants, of the temporary lodging portion may authorize reimbursement for any periods for which temporary lodging expenses were incurred by the employee or his family at his post up to a total of 30 calendar days; provided that (1) during periods for which reimbursement is authorized the employee was in pay status, and (2) he was not authorized travel per diem (Sec. 252.23). No reimbursement shall be authorized for any period on or after one of the following dates, whichever is earliest:

- a. the date the employee occupies residence quarters;

- b. the date the employee departs from his post on transfer, or the effective date of transfer when the employee is absent from his post at the time the transfer order is issued and does not return to the post before proceeding to his new post;
- c. the date of the employee's separation (Secs. 040r and 254.2).

* 252.23 Determination of Rates

The rate at which the temporary lodging portion may be granted shall be the total of the employee's daily expenses for himself and his family (Sec. 040m) for temporary lodging (including room and bath, heat, light, fuel, and water); in addition there may be included the cost of service fees and taxes imposed by the management or local government upon the occupant during the period, or periods allowed by section 252.22 or the total of the maximum rates for such period or periods, computed from the table in section 942.2, whichever is less. The temporary lodging portion shall not be paid on behalf of any individual, employee or dependent for any period during which travel per diem is payable on behalf of that individual. Evidence of the daily cost of temporary lodging shall be a certified statement by the employee indicating the cost. The head of agency may require supporting receipts or other appropriate documentation.

252.24 Payment

The grant of the temporary lodging portion may be paid in a lump-sum amount.

53 Advance of Funds for Home Service Transfer Allowance

An advance of funds may be made for the home service transfer allowance through the authorized disbursing officer. The amount of such advance shall not exceed the maximum rate of the home service transfer allowance authorized in accordance with section 252.